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APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

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Pa	tricia Leet	Director		894-2676
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AR-80-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Department of Human Resources Application Number Application Date Office of the Commissioner 76-150 May 5, 1976 Comprehensive Health Planning Unit Date Received Date Completed Application Number 16 Executive Park Drive, N.E. MAY 2 6 1976 DHR-60 Atlanta, Georgia MAY 1 1 1976 2. Person to Contact Working Title Telephone Number Director 634-6342 Patricia Leet 3. Action Requested Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c.

Amend Application No. __ Check One: Change; Supercede; Void 4. Detes of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1969 Comprehensive Health Planning Director's Subject Files Present What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Department of Human Resources, headed by the Commissioner, is responsible for the planning organizing, directing, coordinating and controlling the delivery of services to the residents of the State of Georgia. Included are diagnosis and treatment of mental disorders; control of physical health programs; administration of categorical public assistance programs, federal food programs, and medical assistance programs; administration of the delivery systems for services directed to indigents, children and consumer information administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as a productive member of society; administration of programs for the elderly; evaluation of programs of the Department and suggesting improvements in these programs; and supportive services. (see attached sheet) 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: all areas of responsibility and interest of the Director of the Comprehensive Health Planning Unit. Included are: correspondence; memorandums, reports; directives; minutes of staff meetings; legislative and budget materials; communications with state and federal officials; research projects; and other documents relating to functional areas of the agency. File warranged: alphabetically by subject. 8. Monthly Reference Rate How often are records referred to which are: $\frac{1}{2}$ Seven to twelve months old $\frac{5}{2}$: Thirteen to twenty-four months old $\frac{1}{2}$ One to six months old. twenty-five months and older 9. Annual Rate of Accumulation of Records Letter-size drawers . .; Legal-size drawers _ ___; Shelves . ____; Other (specify)

(Over)

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Department of Human Resources Office of the Commissioner Comprehensive Health Planning Unit 16 Executive Park Drive, N.E. Atlanta, Georgia

#6 continued

Comprehensive Health Planning Unit provides planning and technical assistance to managers and planners, meets the expectations of the federally funded comprehensive health planning program, supports the DHR management in department wide planning projects and initiates organization development.